

Memorandum



To: Virginia Department of Emergency Management
Attn: Office of Training and Exercises
10501 Trade Court
Richmond, Virginia 23236

From:

Review Date:	
Complete:	Incomplete:

(Mailing Address Where You Want the Certificate Sent)

Date: _____

Re: Advanced Professional Series Certificate Request

VDEM Training Manager,

Please find attached my proof of completion (Certificate copy or verified transcript) in order to apply for recognition of having completed the FEMA Emergency Management Institute's Advanced Professional Series.

Required Courses - All 5 courses (initial course, as completed)

	EOC Management and Operations: G275 or G 775
	Rapid Assessment Workshop: G250.7
	Mitigation Planning Workshop for Local Governments: G318

	Incident Command System/Emergency Operations Center Interface: G191
	Recovery from Disaster, the Local Government Role: G270.4

Elective Courses – Complete any 5 courses (initial course, as completed)

	Donations Management Workshop: G288
	Multi-Hazard Emergency Planning for Schools: G362
	Emergency Planning and Special Needs Populations: G197
	HSEEP Training Course: G-146 -or- HSEEP Train-the-Trainer Course: G- 147 (Exercise Program Manager: G137 can be used if completed prior to June 30, 2010)

	NIMS Resource Management: IS703
	Debris Management: G202
	Mass Fatalities Management: G386
	Emergency Management Operations Course for Local Governments: G110

Fax (804) 897-6556 or Mail Correspondence to VDEM
with course certificate copies attached

Re: Advanced Professional Series Certificate Request (Continued)

Elective Courses Continued (initial course, as completed)

	Flood Fight Operations: G361
	Community Mass Care Management: G108
	Evacuation and Re-entry Planning: G358
	Basic Public Information Officers: G290
	<i>(Advanced Incident Command System: G400 can be used if completed prior to June 30, 2010)</i>

	Homeland Security Planning for Local Governments (formerly Terrorism Planning): G408
	Hazardous Weather and Flood Preparedness: G271 –or– Anticipating Hazardous Weather and Community Risk, IS271
	Warning Coordination: G272

Sincerely,

(Phone Number or E-mail address)

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with course certificate copies attached**